



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD26.1  
March 4, 2004

---

# ORGANIZATIONAL INSTRUCTION

## Flight Projects Directorate Flight Systems Department

### Multi-Use Payload Group FD26

# Management Process

## Basic Issue

### APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>/Original Signed By/</u> Annette M. Sledd	Group Lead, Multi-Use Payload Group	FD26	March 4, 2004

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD26		
Title- Management Process	FPD-OI-FD26.1	Revision: Basic Issue
	Date: March 4, 2004	Page 2 of 7

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/4/2004	Baseline version

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD26		
Title- Management Process	FPD-OI-FD26.1 Date: March 4, 2004	Revision: Basic Issue Page 3 of 7

## 1. GENERAL INFORMATION

### 1.1 Scope

This Organizational Instruction (OI) covers all functions in the Multi-Use Payload Group (MUPG) that affect the quality of in-scope products (involving onsite MSFC activities, or onsite contractor activities being conducted by MSFC procedures) under the MSFC Quality System, per the MSFC Management Manual.

### 1.2 Purpose

The purpose of this instruction is to document the process by which the Multi-Use Payload Group conducts business.

### 1.3 Applicability

This instruction applies to those projects and activities that are the responsibility of the Multi-Use Payload Group or under the auspices of their in-scope contractors.

## 2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

FPD-OI-FD01.1	Management Process
FPD-OI-FD01.2	Authorization and Control of OI's
FPD-OI-FD01.3	ISS Technical Task Agreement Process
MPG 1230.1	Center Resources Management Process
MPG 1440.2	MSFC Records Management Program
MPG 2810.1	Security of Information Technology
MPG 3410.1	Training
MPG 7120.1	Program/Project Planning
MPG 7120.3	Programs/Projects Data Management
MPG 8715.1	Marshall Safety, Health and Environmental (SHE) Program
MWI 5100.1	Procurement Initiators Guide
MWI 5113.1	Credit Card Operating Procedures
MWI 5116.1	Evaluation of Contractor Performance Under Contracts with Award Fee Provisions

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD26		
Title-	FPD-OI-FD26.1	Revision: Basic Issue
Management Process	Date: March 4, 2004	Page 4 of 7

MWI 7120.1	Project Quality Plan
MWI 8040.1	Configuration Management Plan, MSFC Programs/Projects
NPD 2810.1	Security of Information Technology
NPG 7120.5	NASA Program and Project Management Processes and Requirements

### 3. ACRONYMS and DEFINITIONS

#### 3.1 Acronyms

CM	Configuration Management
COTR	Contracting Officer's Technical Representative
CWC	Collaborative Work Commitment
ESA	Executive Support Assistant
FPD/FD	Flight Projects Directorate
ISS	International Space Station
IT	Information Technology
MSA	Management Support Assistant
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
OI	Organizational Instruction
QR	Quality Record
SHE	Safety, Health & Environmental

#### 3.2 Definitions

**Collaborative Work Commitment** A Collaborative Work Commitment (CWC) is a document that defines the tasks and resources required to accomplish in-house work for the next fiscal year and signify commitment of the Project Manager, Task Manager, and Supporting Organizations to provide the resources.

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD26		
Title- Management Process	FPD-OI-FD26.1 Date: March 4, 2004	Revision: Basic Issue Page 5 of 7

**Configuration Control Directives** Configuration Control Directives are directives which change project requirements or content.

**Contracting Officer's Technical Representative** A COTR is a qualified Government employee appointed by the Contracting Officer to act as their technical representative in managing the technical aspects of a particular contract. The technical organization is responsible for ensuring that the individual they recommend to the Contracting Officer possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract.

**Project** Projects are defined as the set of activities associated with the design, development, production, integration, and verification of space station payload equipment.

**Project Plan** The Project Plan is the basic planning document that describes the overall technical and management concepts that will be utilized to manage the project. The Project Plan sets forth the guidelines and constraints under which the project will be executed. The plan is consistent with MSFC management instructions and directive.

**Review Plan/Minutes** Review Plan/ Minutes consist of plans and minutes for project baseline reviews.

**"Stoplight" Criteria** Stoplight criteria represent a method of evaluating Program/Project compliance and risk management. The cost, schedule, and technical performance of a Program/Project are tracked and evaluated against predefined expectations.

## 4.0 INSTRUCTIONS

### 4.1 General Information

The MUPG Group shall utilize the procedures described in FPD-OI-FD01.1, "Management Process", described in Paragraph 4.2 and graphically depicted in Figure 1 of that document.

When support is requested from or provided to another organization, CWCs are developed between the Managing Organization and the Performing Organization for the products and services required. CWCs only cover tasks within MSFC, but the cooperating organizations may be either internal or external to the Flight Projects Directorate (FPD). The CWCs are developed in accordance with MPG 1230.1, "Center Resources Planning Process", which covers the CWC process in detail.

### 4.2 Procedure

MUPG International Space Station (ISS) Internal Task Agreements (ITAs)/Technical Task Agreements (TTAs) shall be in accordance with FPD-OI-FD01.3, "Technical Task Agreement Process". Those tasks performed by a Contractor will be imposed through the contract statement of work and associated specifications. In-house tasks with other MSFC organizational elements performed by MSFC Civil Service personnel will be imposed through the CWC process.

Additional customer requirements may be defined in a Memorandum of Understanding, a Memorandum of Agreement, or a series of letter agreements.

Marshall Space Flight Center Organizational Instruction OPR FD26		
Title- Management Process	FPD-OI-FD26.1 Date: March 4, 2004	Revision: Basic Issue Page 6 of 7

The basis for accomplishment of MUPG Group projects will be via the project plans or ISS ITAs/TTAs for the various Group activities. Project Plans will be developed per NPG 7120.5 and will define the planning, organizing, staffing, review and control of the respective project. Subordinate plans will be developed for configuration management, risk management, and data management as required and will be approved and maintained as Quality Records (QRs) by the MUPG Group Lead and filed by the MUPG MSA..

#### **4.3 Safety Meetings**

Safety meetings will be in compliance with MPG 8715.1, “Marshall Safety, Health and Environmental (SHE) Program”, Section 3.1.10.1. The safety meetings are required monthly, may be a part of regular staff meetings, and are expected to represent 15-20 minutes on the agenda. Safety meeting records will be maintained on the Supervisor Safety Web Page (SSWP) at URL [www.msfcmsa3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP](http://www.msfcmsa3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP).

#### **4.4 Information Technology Security**

The MUPG will maintain security of all information systems under its direct control or the control of it’s contractors per NPD 2810.1 Security of Information Technology (IT) directive. The MUPG will perform a risk assessment for each IT system, and, based upon the results, initiate an appropriate Risk Management Plan. This plan shall remain on file as a QR and shall be updated every three (3) years in accordance with NPD 2810.1 regulations. MUPG currently has no IT system.

### **5.0 NOTES**

Approval, authorization, revision, and control of FD26 OIs require the approval and signature of the Group Lead, Multi-Use Payload Group or the designated alternate. The designated alternate is the Manager of the Flight Systems Department.

### **6.0 SAFETY PRECAUTIONS AND WARNING NOTES**

None

### **7.0 APPENDICES, DATA, REPORTS, AND FORMS**

None

### **8.0 RECORDS**

Quality Records will be defined, maintained and controlled in the MUPG Quality Record File, by the Project Managers in accordance with MPG 1440.2. Each QR shall be identified with a unique control number to distinguish it from all other QRs. Quality Records are approved and maintained by the MUPG Group Lead and are filed by the MUPG MSA. MUPG Quality Records include: Project Plans,

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD26		
Title- Management Process	FPD-OI-FD26.1	Revision: Basic Issue
	Date: March 4, 2004	Page 7 of 7

Board/Panel Charters, Design Review Plans/Minutes, and MUPG Plans. These QRs are specifically listed in the File.

This OI, FPD-OI-FD26.1 is a QR and will be filed and controlled as such.

Credit card records are not considered Quality Records, but must be maintained by the credit card holder. The cardholder file is a Government contract file required to be maintained and dispositioned in accordance with the Federal Acquisition Regulations, Subpart 4.8 (see MWI 5113.1A, paragraph 9.a). The contents of the file include the original MSFC Form 4235, copies of bank statements, original merchant invoices, and copies of disputes information (see MWI 5113.1A, paragraph 6.14). The file is to be retained for at least three (3) years after the invoice has been paid.

The COTR maintains records of periodic performance review meetings with the contractor as well as the Government Evaluation Report for each period (per MWI 5116.1). In addition, the COTR delegation (NASA Form 1634) requires the COTR to maintain files of all correspondence to and from the contractor. These files are maintained for the duration of the contract.

## **9.0 TOOLS, EQUIPMENT, AND MATERIALS**

None

## **10.0 PERSONNEL QUALIFICATION, TRAINING, AND CERTIFICATION**

All employees currently employed are considered to be fully qualified to perform their current assignments. Any employees hired or transferred following the signature date of this OI will be qualified per MPG 3410.1 and the MSFC Customer and Employee Relations Directorate will maintain documentation of their qualification. The employees' supervisor, in conjunction with the employee, will define any additional training required to enhance employee performance. Some employees serve as Contracting Officer's Technical Representatives (COTR) and are required to complete COTR training before performing this role. At least one employee must be trained and certified in small purchase credit card usage.

## **11.0 FLOW DIAGRAM**

None